

ANDREA COMPTON

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EDUCATION

2018-2021	University of Missouri-Columbia	Columbia, MO
<i>Educational Specialist degree – Learning Technologies and Design (expected graduation in spring 2022)</i> <i>User Experience & Usability Graduate Certificate (expected graduation in spring 2022)</i>		
2000 - 2002	Middle Tennessee State University	Murfreesboro, TN
<i>M.B.E. (Master of Business Education) G.P.A. 3.9</i>		
1987 - 1989	Belmont University	Nashville, TN
<i>B.B.A. Business Administration with concentration in Music Business</i>		
1983, 1985-1987	Mineral Area College	Park Hills, MO

ONLINE LEARNING AND QUALITY ASSURANCE

- Completed the Quality Matters training and certification as a Peer Reviewer
- Completed the Quality Matters training and certification as a Master Reviewer (team chair)
- Served on 25+ Quality Matters Peer Review teams external to the institution; served as Master Reviewer/Chair for 4
- Serving as co-lead for organization of state-wide Missouri Quality Matters System
- Established a full-service video production studio in the Online & E-Learning Department
- Established an innovation academy for faculty
- Instituted and manage 24/7 online proctoring for all students
- Instituted and manage online proctoring for online and remote courses
- Co-designed the COL101 master course for all faculty and staff teaching that course
- Completed a 12-week online course design program using WebCT at Nashville State Community College – the training was required of any faculty member teaching an existing online course or designing a new online course.
- Completed Blackboard Best Practices course through the Online Learning Consortium

SOFTWARE/EDUCATIONAL TECHNOLOGY TOOLS EXPERIENCE

- | | |
|------------------------------|---|
| ▪ Microsoft Office 2019/O365 | ▪ Zoom/Skype/Teams/DUOVideo Conferencing |
| ▪ Camtasia | ▪ Examity |
| ▪ SnagIt | ▪ Respondus (proctoring and quiz generator) |
| ▪ Teams/OneNote | ▪ CidiLabs Design Tools Suite |
| ▪ Adobe CC | ▪ Badgr |
| ▪ Yuja | ▪ Canvas, Moodle, WebCT, Blackboard |
| ▪ HTML/CSS | ▪ TeamDynamix ITSM |

HIGHER EDUCATION EXPERIENCE

02/18 – Present St Charles Community College Cottleville, MO

Dean of Online & E-Learning

- Advance the goals and objectives of online learning
- Provide leadership in developing and implementing the online learning strategy for the college, to include strengthening of existing programs
- Development of leading-edge programs that enhance student success
- Provide data analytics
- Grow tuition revenue, increase enrollment, recruitment, retention, and graduation rates.
 - First three years in the position:
 - 20% increase in online headcount
 - 30% increase in online credit hours
 - 34% increase in online enrollment
 - More than doubled the number of professional development training sessions from the department
 - Increased fully online degrees from 1 to 10 and added 13 fully online certificates
 - Developed Online Practices and Procedures Handbook and an internal QM peer review process
 - Current service on Strategic Planning Committee, Academic Affairs Council, Online & E-Learning Committee, Professional Development Committee, Deans Council, IT Project Review Committee, and various task forces and search committees

08/06 – 5/15/18 St Charles Community College Cottleville, MO

Professor, Business Technology, and Phi Beta Lambda Advisor

- Full-time Professor in the Business Technology program and Phi Beta Lambda advisor
- Courses taught or currently teaching: Microcomputer Applications (Word, Excel, Access, PowerPoint 2007-O365), Word 2019/O365, PowerPoint 2019/O365, Publisher 2019/O365, InDesign CC 2017, Administrative Supervision, Proofreading & Editing Business Documents, Electronic Communications with Stakeholders, and COL101
- Teach fully online, hybrid, and on-campus courses and experience with WebCT, Blackboard, Moodle, and Canvas
- Developed, designed, and redesigned courses in program in each of the three formats, including Word, PowerPoint, Microcomputer Applications, Administrative Supervision, Desktop Publishing, and E-Communications with Stakeholders
- Committees: Curriculum Committee (also as chair), TEAM Vision (also as chair), Distance & Online Learning Committee, Distance Learning and Educational Technology Task Force, Diversity Task Force, Multicultural Programming Committee, Dean Search Committee, Long Range Planning Teams, Promotion Committee (also as chair), Online Campus Committee, COL101 (Freshman Orientation) Committee, and various other college service committees
- Presented at national and local conferences on various uses and features in WebCT, Social Media in the Classroom, No-Doze PowerPoint (best practices), as well as in-service sessions at St Charles Community College and Maryville University on Office 2010 and at St Charles Community College on PowerPoint 2010, Publisher 2010, Access 2010, and Office 2013
- Quality Matters certified Peer Reviewer with 17 course reviews completed as of August 2017
- Quality Matters certified Master Reviewer completed January 2017

08/05 – 5/06 Middle Tennessee State University Murfreesboro, TN

Instructor

- Full-time, temporary instructor in the Jennings A. Jones College of Business in the Division of Business Education, Marketing Education, and Office Management
- Courses taught: Introduction to Business, Microcomputer Word Processing Applications, and Business Report Writing (on campus, online, and correspondence courses)
- Conferences:
 - Southern Business Education Association Conference, Franklin, TN (October 2005)
 - Business Communication Symposium, Santa Fe, NM (November 2005)
 - Annual DECA Regional Conference and Competition, Murfreesboro, TN (January 2006)
 - Annual BPA Regional Conference and Competition, Murfreesboro, TN (January 2006)

08/05 – 05/06 Nashville State Community College Nashville, TN
and 08/02 – 12/02

Adjunct Instructor

- Courses taught: Keyboarding/Speedbuilding, Spreadsheets Using Excel, and Presentations Using PowerPoint, Business English and Communication

01/03 – 08/05 Nashville State Community College Nashville, TN

Instructor (temporary contract)

- Full-time, temporary instructor in Office Administration/Business and Applied Arts Division
- Courses Taught: Presentations Using PowerPoint®, Spreadsheets Using Excel, Keyboarding/Speedbuilding, Administrative Transcription, Desktop Publishing and Web Design, Advanced Word, Business English and Communication, and Office Management and Procedures
- Taught on-campus and online
- Advised students with regard to A.A.S. in Office Administration and A.S. and A.A. degrees
- Development/revision of curriculum
- Development/revision of courses and syllabi
- Developed Web Courses (WebCT)
- Participated in Entrepreneurship Panel at the Professional/Technical Expo (2002)
- Member of Office Administration Advisory Committee
- Implementation and administrator of SimNet Learning and Assessment software

Office Administration Program Coordinator (8/04-8/05)

- Organized and set agendas for Office Administration Advisory Committee meetings
- Served as Team Leader for the Office Administration academic audit team and prepared self-study
- Coordinated Tech Prep articulation with area high schools
- Coordinated articulation with Austin Peay University for B.S. in Professional Studies
- Worked with Career Employment Center regarding placement and Co-op opportunities
- Coordinated semester schedules for Office Administration courses and instructors
- Recruited, coordinated, and assisted adjunct instructors
- Researched and prepared program information for ACBSP Quality Assurance Report
- Organized and set agenda for weekly program faculty meetings
- Served on Curriculum Committee and Academic Affairs Committee

08/02 – 12/02 **Volunteer State Community College** **Gallatin, TN**

Adjunct Instructor

- Adjunct instructor in the Business Department
- Courses Taught: Business Communications II and Beginning Keyboarding

INDUSTRY EXPERIENCE

02/01 – 05/06 **Compton House Management** **Mount Juliet, TN**

Artist/Tour Manager

- Sole Proprietor
- Invoicing, bookkeeping, tax preparation
- Advance tour dates (all technical, travel, day of show schedule, and hospitality details)
- Pursue endorsements/sponsorships
- Act as liaison between artist and record label, talent buyers, media, etc.
- Plan tours in conjunction with booking agency
- Advise artist in career development and direction

06/98-02/01 **RS Entertainment** **Hendersonville, TN**

Booking Agent/ Artist Manager

- Customized and maintained databases in Filemaker Pro
- Designed agency rosters, newsletters, and select ads
- Researched and purchased computer software; trained staff as necessary
- Responsible for troubleshooting and maintaining office computers, network, and ISP service
- Researched and administered company's group medical insurance
- Booked national and international touring artists
- Negotiated contracts and planned tours in conjunction with management and record company
- Represented artists and company at trade shows and conventions
- Hired and supervised interns and assisted in hiring support staff
- Assisted in management of Ricky Skaggs by reviewing contracts and acting as liaison between artist and promoters
- Co-managed Del McCoury by:
Planning tour dates with agency, Reviewing/approving/declining offers, Approving/scheduling media interviews, Advancing all tour dates, Booking all air and ground travel and hotels, Designing and updating press kits, Pursuing endorsements/sponsorships

06/97-05/98 **Akasha Artists Management** **Nashville, TN**

Booking Agent

- Developed and maintained custom application in Filemaker Pro
- Booked roster of artists covering genres of bluegrass, folk, college rock, singer/songwriters, jazz, and blues
- Negotiated contracts and planned tours in conjunction with management and record companies
- Booked national and international tours including clubs, concerts, festivals, fairs, and schools
- Represented artists and company at trade shows and conventions
- Excellent sales record

12/89-05/97

Keith Case & Associates

Nashville, TN

Booking Agent

- Designed and implemented office computer system and network; responsible for maintenance and troubleshooting of both
- Researched and purchased computer software; trained staff as necessary
- Designed company rosters, brochures, and ads
- Researched and administered company's group medical insurance
- Booked roster of artists covering genres of bluegrass, folk, singer-songwriters, and gospel
- Acted as liaison between artists and media, record companies, publishers, and fans
- Planned and negotiated national and international tours in conjunction with management and record companies and negotiated contracts
- Provided tour management and road managing for artists as needed
- Assisted in producing benefit concert
- Represented artists and company at trade shows and conventions
- Excellent sales record

PROFESSIONAL MEMBERSHIPS

Delta Pi Epsilon

Educause

Instructional Technology Council

Missouri Community College Association

Missouri Business Education Association

National Business Education Association

Online Learning Consortium

Quality Matters

REFERENCES

Available upon request